

## **CODE COMPLIANCE OFFICER (485-09)**

SALARY: \$34,132.80 - \$45,884.80 annually, plus liberal fringe benefits

### **THE POSITION**

This is skilled inspection and enforcement work in securing compliance with all laws, regulations and ordinances governing land use, housing, signs, zoning, landscaping and related environmental issues.

An employee in this class is responsible for inspecting commercial and residential buildings, premises, and land uses for conformance with the Minimum Housing Code, zoning regulations and other City Ordinances including but not limited to, sign, landscape and parking requirements. Work involves informing the community of City services and regulations relating to the physical and sanitary conditions of buildings and properties. Employees may receive advice or assistance from a supervisor concerning unusual or difficult inspections; however, most field work is done independently and requires knowledge of applicable regulations. Employees must combine job knowledge with skill and tact in informing the public of code of standards and reasons for compliance. Refers information on existing violations to other City departments or to outside agencies and may be required to act as intermediary among various entities. Employee in this class may be required to work nights, weekends and holidays, as necessary, to perform assigned responsibilities.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency.
2. Possess at least two (2) years of paid work experience dealing with the public in any of the following types of work: code enforcement, planning, building inspection or construction, investigation, or other closely related field.
3. Possess F.A.C.E. (Florida Association of Code Enforcement) Level 1 Certification, or must obtain certification within 12 months from date of appointment.
4. Possess a valid Florida driver's license with an acceptable driving record.

### **THE EXAMINATION**

The examination will consist of a written examination and an oral interview. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

Written examination will cover Public Relations, Practical Judgment, Ability to Read and Understand Codes, Arithmetic, and Verifying Information.

### **HOW TO APPLY**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3rd Floor, Fort Lauderdale, Florida. Open continuously until sufficient applications have been received.

